



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
CARROLL COUNTY CLERK**

Calendar Year 2000

**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
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EXECUTIVE SUMMARY
AUDIT EXAMINATION OF THE
CARROLL COUNTY CLERK

Calendar Year 2000

Deposits and Investments:

The County Clerk's deposits were fully collateralized during calendar year 2000.

Lease Agreement:

The Clerk entered into a 3 year lease beginning October 25, 1999, with Triple M Business Products in the amount of \$6,026 for a copy machine. The principal balance on the copy machine lease on December 31, 2000 was \$3,682.

Grant:

The County Clerk received a local records microfilming grant from the Kentucky Department for Library and Archives in the amount of \$16,164. Funds totaling \$16,164 were expended during calendar year 2000. The microfilming grant was closed out as of December 31, 2000.

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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

Honorable Paul E. Patton, Governor
T. Kevin Flanery, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Gene McMurry, Carroll County Judge/Executive
Honorable Marketta Brock, Carroll County Clerk
Members of the Carroll County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Carroll County, Kentucky, for the year ended December 31, 2000. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 2000, in conformity with the basis of accounting described above.

To the People of Kentucky
Honorable Paul E. Patton, Governor
T. Kevin Flanery, Secretary
Finance and Administration Cabinet
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Honorable Marketta Brock, Carroll County Clerk
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In accordance with Government Auditing Standards, we have also issued a report dated April 6, 2001, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a stylized flourish at the end.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
April 6, 2001

CARROLL COUNTY
MARKETTA BROCK, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 2000

Receipts

State Grants - Library and Archives	\$	16,164
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State Fees For Services		4,034
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Fiscal Court		12,936
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Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	255,540
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Usage Tax		1,836,132
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Tangible Personal Property Tax		591,014
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Licenses-

Fish and Game		3,170
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Marriage		7,314
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Occupational		25
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Deed Transfer Tax		51,068
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Delinquent Tax		41,624
		2,785,887

Fees Collected for Services:

Recordings-

Deeds, Easements, and Contracts	\$	9,032
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Real Estate Mortgages		12,691
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Chattel Mortgages and Financing Statements		29,956
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Powers of Attorney		439
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All Other Recordings		16,144
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Charges for Other Services-

Candidate Filing Fees		610
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Copywork		1,556
		70,428

Other:

Overage Received	\$	12,073
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Interest Earned		2,417
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Miscellaneous		4,600
		19,090

Total Receipts	\$	2,908,539
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CARROLL COUNTY
 MARKETTA BROCK, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 Calendar Year 2000
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 182,934	
Usage Tax	1,778,089	
Tangible Personal Property Tax	207,351	

Licenses-

Fish and Game	2,721	
Delinquent Tax	6,977	
Legal Process Tax	11,419	
Candidate Filing Fees	<u>150</u>	\$ 2,189,641

Payments to Fiscal Court:

Tangible Personal Property Tax	\$ 62,051	
Delinquent Tax	4,385	
Deed Transfer Tax	<u>48,515</u>	114,951

Payments to Other Districts:

Tangible Personal Property Tax	\$ 297,564	
Delinquent Tax	<u>19,641</u>	317,205

Payments to Sheriff 1,163

Payments to County Attorney 5,547

Library and Archives Grant 16,164

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies Salaries	\$ 91,077	
Election Workers	9,947	

Contracted Services-

Advertising	811	
Printing and Binding	1,505	

CARROLL COUNTY
MARKETTA BROCK, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
Calendar Year 2000
(Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay:

(Continued)

Office Supplies	\$	1,222	
Other Disbursements-			
Conventions and Travel		965	
Dues		768	
Postage		3,925	
Overages Returned		10,028	
Cellular Phone		564	
Motor Vehicle Refunds		17,603	
Miscellaneous		4,600	
Capital Outlay-			
Office Equipment		187	
Computer Equipment		1,860	
Computer Index System		6,262	
			\$ 151,324

Debt Service:

Lease Purchases		2,228
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Total Disbursements		\$ 2,798,223
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Net Receipts		\$ 110,316
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Less: Statutory Maximum		55,070
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Excess Fees		\$ 55,246
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Less: Expense Allowance		3,600
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Excess Fees Due County for Calendar Year 2000		\$ 51,646
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Payments to County Treasurer - January 26, 2001	\$ 51,298	
April 3, 2001	348	51,646

Balance Due at Completion of Audit		\$ 0
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The accompanying notes are an integral part of the financial statement.

CARROLL COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2000

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2000.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 7.28 percent.

CARROLL COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2000
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2000, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of pledged securities held by the County Clerk's agent in the County Clerk's name.

Note 4. Grant

The County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$16,164. Funds totaling \$16,164 were expended during calendar year 2000. The microfilming grant was closed out as of December 31, 2000.

Note 5. Lease

The office of the County Clerk is committed to a lease agreement with Triple M Business Products for a Toshiba 2860 copy machine. The agreement requires a monthly payment of \$167 for 36 months to be completed on October 25, 2002. The total balance of the agreement is \$3,682 as of December 31, 2000.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Carroll County Clerk as of December 31, 2000, and have issued our report thereon dated April 6, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Carroll County Clerk's financial statement for the year ended December 31, 2000, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Carroll County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
April 6, 2001

